

MINUTES

NEWPORT TOWNSHIP BOARD OF COMMISSIONERS

MEETING OF NOVEMBER 4, 2019

PRESIDENT, PAUL CZAPRACKI, CALLED THE MEETING TO ORDER AT 6:00PM AND STARTED WITH THE PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA.

ROLL CALL:

THE FOLLOWING COMMISSIONERS WERE IN ATTENDANCE: MR CZAPRACKI, MR ZYLA, MR ROKE, MS ZALESKI, AND MR VISHNEFSKI. ALSO IN ATTENDANCE WERE ATTORNEY JEFF ROCKMAN (REPRESENTING SOLICITOR, ATTORNEY CHRISTOPHER SLUSSER), TOWNSHIP MANAGER, PETER WANCHISEN, INCOMING TOWNSHIP MANAGER, JOSEPH HILLAN, AND FINANCIAL ANALYST, JENNIFER POLITO.

CITIZENNS' COMMENTS:

1. DAVID FINOGLE, 99 W. MAIN ST., GLEN LYON ENCOURAGED THE COMMISSIONERS TO EXPLORE THE POSSIBILITY OF HAVING EITHER VERIZON OR AT&T INSTALL A CELL PHONE TOWER TO ENHANCE COVERAGE FOR POOR RECEPTION AREAS OF THE TOWNSHIP. MR CZAPRACKI AND JOSEPH HILLAN PROVIDED AN UPDATE AS TO EFFORTS OVER THE PAST SEVERAL MONTHS TO DO JUST THAT, BUT THUS FAR HAVE NOT RESULTED IN ACTION ON THE PART OF THE CARRIERS. MORE REQUESTS WILL BE FILED.
2. TINA WRUBEL, 48 SPRUCE ST., ALDEN, INFORMED THE COMMISSIONERS OF A NEED FOR A SLOW TRAFFIC SIGN REPLACED NEAR THE PIESTRAK'S PROPERTY. SHE SIGHTED SEVERAL FAMILIES WHO HAVE SMALL CHILDREN AND WAS CONCERNED FOR THEIR SAFETY. SHE ALSO REQUESTED THAT DRAINAGE PIPES, LEFT ON LAUREL STREET, NEAR HER DAUGHTERS PROPERTY, BE REMOVED.
3. PALMIRA MILLER PROVIDED A REPORT OF THE RECENT FOOD DISTRIBUTION PROGRAM AND COMMENDED THE POLICE DEPARTMENT FOR SWIFT ACTION THAT CLEARED AN ILLEGALLY PARKED VEHICLE FROM THE ENTERANCE TO THE VFW BUILDING.

APPROVAL OF MINUTES FROM THE OCTOBER 7, 2019 COMMISSIONERS' MEETING:

MR ZYLA MADE A MOTION TO APPROVE THE MINUTES OF THE OCTOBER 7, 2019 COMMISSIONERS' MEETING. THAT MOTION WAS SECONDED BY MS ZALESKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

REPORT OF TOWNSHIP FUNDS AS OF OCTOBER 31, 2019:

MR WANCHISEN PROVIDED THE COMMISSIONERS WITH A REPORT OF CASH ON HAND AS OF OCTOBER 31, 2019 AS FOLLOWS:

a. GENERAL FUND	(FNCR)	\$111,057.29
b. CONTINGENCY FUND	(PLGIT)	\$218,969.97
c. RECYCLING FUND	(PLGIT)	\$12,222.81
d. REFUSE FUND	(PLGIT)	\$46,128.62
e. REFUSE FUND	(FNCR)	\$50.01
f. LIQUID FUELS	(PLGIT)	\$66,791.49
g. VEHICLE LEASE FUND	(PLGIT)	\$10,537.44
h. RECREATION USE FUND	(FNCR)	\$6,754.56
i. WVSA STORM WATER FUND		\$27,333.57
j. POLICE HOLDING FUND	(FNCR)	<u>0.00</u>
TOTAL CASH ON HAND AS OF OCTOBER 31, 2019		\$499,845.76

NOTE: YEAR TO DATE INTEREST EARNED ON DEPOSITED FUNDS **\$5,463.48

** OCTOBER 2019 INTEREST STATEMENT AT FNCR NOT AVAILABLE**

MR VISHNEFSKI MADE A MOTION TO ACCEPT THE REPORT OF TOWNSHIP FUNDS. THAT MOTION WAS SECONDED BY MR ROKE. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

APPROVAL OF RECURRING BILLS PAID DURING OCTOBER 2019:

MR WANCHISEN PRESENTED THE COMMISSIONERS A LIST OF RECURRING BILLS PAID DURING THE MONTH OF OCTOBER, 2019 TOTALLING \$102,789.89. MR ZYLA MADE A MOTION TO APPROVE THE PAYMENTS. THAT MOTION WAS SECONDED BY MR VISHNEFSKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

APPROVAL OF NON RECURRING BILLS DUE TO BE PAID DURING NOVEMBER 2019:

MR WANCHISEN PRESENTED THE COMMISSIONERS WITH A LIST OF BILLS DUE TO BE PAID DURING NOVEMBER 2019 TOTALLING \$63,840.79. MR VISHNEFSKI MADE A MOTION TO APPROVE THE PAYMENTS. THAT MOTION WAS SECONDED BY MR ZYLA. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

DEPARTMENT REPORTS:

WRITTEN DEPARTMENT REPORTS WERE SUBMITTED BY RESPECTIVE DEPARTMENT HEADS AND READ BY THE COMMISSIONER RESPONSIBLE FOR OVERSIGHT AS FOLLOWS:

- a. STREET DEPARTMENT MR CZAPRACKI
- b. POLICE DEPARTMENT MR ZYLA
- c. CODE ENFORCEMENT MS ZALESKI
- d. FIRE DEPARTMENT MR ROKE
- e. PARKS & RECREATION MR VISHNEFSKI

ALL WRITTEN REPORTS WILL BE INCORPORATED IN THESE MINUTES AND WILL BECOME A PERMANENT PART THEREOF.

SOLICITOR'S REPORT:

ATTORNEY ROCKMAN HAD NO REPORT

FINANCIAL OVERSIGHT REPORT:

- a. JENNIFER POLITO PROVIDED THE COMMISSIONERS WITH A CASH FLOW UPDATE AS OF OCTOBER 31, 2019 DURING WHICH SHE INDICATED A SOLID FINANCIAL POSITION FOR THE TOWNSHIP. REVENUES AND EXPENDITURES ARE IN LINE WITH 2019 BUDGET EXPECTATIONS AS WE GET CLOSER TO YEAR END.
- b. MS POLITO ALSO DISTRIBUTED A DRAFT COPY OF THE 2020 BUDGET AND REQUESTED THE COMMISSIONERS REVIEW IT TO ENSURE THAT THEIR 2020 PRIORITIES ARE REFLECTED IN THE LINE ITEMS.

TOWNSHIP MANAGER'S REPORT:

- a. MR WANCHISEN REQUESTED APPROVAL OF RESOLUTION 6-2019 WHICH AUTHORIZES THE APPLICATION FOR GRANT FUNDING IN THE AMOUNT OF \$70,950 FOR THE PURCHASE OF A NEW FORD F550 DUMP TRUCK WITH PLOW UNDER THE LSA GRANT PROGRAM. MR ZYLA MADE A MOTION TO APPROVE THE APPLICATION. THAT MOTION WAS SECONDED BY MR ROKE. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
- b. MR WANCHISEN REQUESTED APPROVAL OF RESOLUTION 7-2019 WHICH AUTHORIZES THE APPLICATION FOR GRANT FUNDING IN THE AMOUNT OF \$237,775 FOR THE COST OF REPAVING SEVERAL STREETS IN THE TOWNSHIP UNDER THE LSA GRANT PROGRAM. MR ZYLA MADE A MOTION TO APPROVE THE APPLICATION. THAT MOTION WAS SECONDED BY MR ROKE. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
- c. COMMISSIONERS WERE NOTIFIED THAT THE NEWPORT TOWNSHIP FIRE COMPANY INTENDS TO APPLY FOR A U.S.D.A. GRANT FOR APPROXIMATELY \$25,000 FOR THE PURCHASE OF AN EMERGENCY GENERATOR SYSTEM AT THE FIRE STATION.
- d. NEWPORT TOWNSHIP ENJOYS A GOOD RELATIONSHIP WITH HOWARD DEGILIO, OWNER OF RANSOM QUARRY. HIS COMPANY IS CURRENTLY OPERATING IN THE RIDGEVIEW SECTION AND HE HAS PROVIDED EQUIPMENT AND MAN HOURS IN AN EFFORT TO CURB ACCESS TO OFF ROAD TRAILS WHERE ILLEGAL DUMPING OCCURS. A LETTER EXPRESSING TOWNSHIP GRATITUDE WAS SENT TO MR DEGILIO.

- e. NOTIFIED THE COMMISSIONERS THAT A LETTER OF RESIGNATION WITH AN EFFECTIVE DATE OF NOVEMBER 9, 2019 WAS RECEIVED FROM POLICE OFFICER WILLIAM KISHBACH. COMMISSIONERS ZYLA AND CZAPRACKI COMMENTED THAT THERE IS A GROWING PROBLEM WITH THE EXISTENCE OF QUALIFIED TOWNSHIP POLICE OFFICERS AND STEPS ARE BEING TAKEN TO ADDRESS THE ISSUE.
- f. MR WANCHISEN ASKED JOE HILLAN TO PROVIDE THE COMMISSIONERS WITH A STATUS REPORT OF PROPERTIES IN THE PROCESS OF STRUCTURE DEMOLITION. HE GAVE A REPORT OF ACTIVITY AT 1246 CENTER STREET, 125/131 EAST MAIN STREET, AND 161/162 BROWN ROW, ALL AT SATISFACTORY LEVELS OF PROCESS.
- g. WANCHISEN REQUESTED APPROVAL FOR THE CONTINUATION OF THE TAX COLLECTION RELATIONSHIP CURRENTLY IN PLACE WITH LUZERNE COUNTY. MR ZYLA MADE A MOTION TO APPROVE THE CONTINUATION THROUGH 2020. THAT MOTION WAS SECONDED BY MS ZALESKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
- h. IN PREPARATION FOR THE MANAGEMENT CHANGE, WANCHISEN REQUESTED THAT JOSEPH HILLAN BE GRANTED SIGNING AUTHORITY FOR TRANSACTIONS HE WILL BE RESPONSIBLE FOR IN HIS ROLE AS TOWNSHIP MANAGER. MS ZALESKI MADE A MOTION GRANTING SIGNING AUTHORITY TO MR HILLAN. MR ROKE SECONDED THAT MOTION. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
- i. A REQUEST FOR A COST OF LIVING INCREASE FOR NORMAN BODECK WAS TABLED UNTIL AN EXACT AMOUNT OF INCREASE IS DETERMINED.

NEW BUSINESS / COMMISSIONERS' COMMENTS:

MR CZAPRACKI ACKNOWLEDGED THE GOOD WORK PERFORMED DAILY BY EMPLOYEES IN ALL TOWNSHIP DEPARTMENTS, AS WELL AS THE NUMEROUS VOLUNTEERS THAT SUPPORT THE TOWNSHIP IN MANY WAYS.

ADJOURNMENT:

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE COMMISSIONERS, PRESIDENT CZAPRACKI ADJOURNED THE MEETING AT 6:55 PM AND IMMEDIATELY WENT INTO EXECUTIVE SESSION.



PETER F. WANCHISEN
TOWNSHIP MANAGER